

# Retention and Classification Report

**Agency:** Salt Lake City (Utah). Department of Public Works (1081)

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## **Records Officer**

17897 Construction field test reports

**AGENCY:** Salt Lake City (Utah). Department of Public Works

**SERIES:** 17897

3

**TITLE:** Construction field test reports

**DATES:** 1940-

**ARRANGEMENT:** alphanumerical/numerical by construction address thereunder, chronological within each folder

**DESCRIPTION:**

This is a construction observation and testing field report that is prepared by the engineering consultant who tests on a weekly basis, items specified in the contract specifications. The report is used to determine if contractor is meeting the specifications. The types of reports include results of compressive strength tests and construction observation and testing field reports. Included are project name and job number, building permit number, location, client/owner, general contractor, weather conditions during the test, engineer/architect, and observations.

**RETENTION:**

Retain 2 years after receipt of final report.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1997

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until project completion and receipt of final report and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years after receipt of final report and then destroy.

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**SERIES:** 17897

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(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public